



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JAMES V. PERDUE
COMMISSIONER

REVISED
RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Technical Services Specialist I **NUMBER:** 15-40
JOB CODE: M3500 **DATE:** October 21, 2016
SALARY RANGE: 70 (\$33,086.40 - \$50,119.20) **PCQ#:** 8812672 & 8812692
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama 36104

MINIMUM QUALIFICATIONS: Associate's degree in engineering technology, building science, building construction, or a closely related field, plus experience (24 months or more) in building maintenance, building inspections, or in the construction field, **OR** considerable experience (48 months or more) in building maintenance, building inspection, or in the construction field. *Preference will be given to applicants certified in building inspection.*

NECESSARY SPECIAL REQUIREMENTS: Candidates must have a valid Alabama Driver's license. Chosen candidate must successfully complete coursework and pass phase one (1) of the State Fire College exam in order to successfully complete the working test period and continue employment.

KIND OF WORK: This is entry level technical and administrative work in inspection, renovation, and maintenance of community mental health facilities. The employee in this position will be responsible for enforcing building code regulations, maintenance, and repair of life safety features in community mental health facilities. The employee will provide consultation and technical assistance to service providers in regards to compliance with the minimum life safety standards for community mental health and programs for individuals with developmental disabilities required for certification and will assist in the development and maintenance of each facilities certification. Work is performed under the general supervision of an administrative supervisor who checks work through reports and observation or results obtained. The employee will be required to travel extensively throughout the state to perform onsite certification of facilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of building maintenance and building materials. Knowledge of life safety codes and building codes. Ability to interpret and enforce regulations. Ability to communicate effectively, both verbally and in writing. Ability to interact with various officials and departmental heads. Ability to conduct overnight travel.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled